



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

October 15, 2020

Kyle Bunnow, Plan Review and Inspection Supervisor  
City of Madison  
215 Martin Luther King Jr Blvd  
Madison, Wisconsin 53701-2984  
[KBunnow@cityofmadison.com](mailto:KBunnow@cityofmadison.com)

**VIA EMAIL**

Re: City of Madison Jurisdiction Request for Second-Class City Plan Review and Inspections of Commercial Buildings

Dear Kyle Bunnow,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. §§ 101.12 (3)(a),(am),(b), and (g), I delegate your municipality the primary responsibility to do plan review and inspections, for all building sizes, in lieu of our department. This delegation does not include fire sprinkler or fire alarm delegation, which you have requested as a separate delegation.

At the time of this letter, your municipality is also delegated for commercial building plan review and inspections within the Town of Madison.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d) through (h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

Please note that Section 29.19 of your ordinance adopts Wis. Admin. Code § SPS 361-365 but omits Wis. Admin. Code § SPS 366, Existing Buildings. Please revise your ordinance and provide a copy to the Department.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

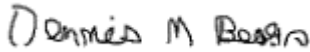
I understand that the primary enforcement contact for your municipality is you, Kyle Bunnow, and that you have the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, David Pedersen, at (608) 669-0372, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,



Dennis Beggs  
Section Chief, Field Operations



Justin Gavin  
Section Chief, Commercial Plan Review

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Branden Piper, Division Administrator, Industry Services  
David Pedersen, Commercial Building Inspector, Technical Services Bureau  
Rachel Snyder, Stafford Rosenbaum  
Renee Schwass, Town of Madison